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Billings Job Service Employer Committee Regular Meeting Minutes

Date: September 16th, 2013

Location: Billings Job Service Office

Attending:

Denise Smith (Billings Home Builders Assoc.), Amy Schneider (Sanderson Stewart), Karen Sinclair (Alternatives, Inc.), Tonya Rose (Alternatives, Inc.), Lisa Wallace (Rocky Mountain College), Ryan Van Ballegooyen (BJS Manager), Vonda Sorenson (NAPA), Pat Reuss, (MSUB Career Services), Trisha Glen (BJS Co-coordinator)

Attending Guests:

Jay Glen (Granite Peak Pump Service), Laura Drager (Border States), Kami Comstock (Billings Hardware), Jenny Betz (Department of Labor & Industry)

The meeting was called to order by Denise Smith.

Approval of previous meeting minutes:

Minutes from the 09/18/2013 were submitted for approval. A motion was made to accept the minutes as submitted. The motion was seconded. Motion passed.

Presentation:

Marie Sewell with the Billings Job Service, provided information on criminal background checks for employers. She is a Re-entry Employment Specialist that assists the Department of Corrections with helping offenders re-enter the community as well as provide support to employers looking to hire them. Some highlights of her presentation were: What is the potential liability? What are background checks and the different types? How do you conduct a background check? She provided materials which gave fuller details on her presentation as well as examples of liability and resources. Let Job Service know if you are interested in obtaining the information.

Treasurer's Report:

LynnDee to provide at a later date

- Remittance Report for Jim Nys Workshop as of 10/15/13 = 1018.57
23 online registrations = 1725.00 (not including CC fees)
5 payments in checks= 375.00
7 In-Kind = 0.00 (JSEC/BJS)
Total payments = 1393.57

Old Business:

Volunteers for the subcommittees, refreshments and quarterly meetings s are nearing completion.

JSEC contact is updated and will be sent out in final draft.

Quarterly meetings are held in Nov., Feb. and May at a JSEC member's place of business. Each attendee is to bring their own lunch as the meetings are at noon.

New Business:

Presentation Sign-ups

- Nov. – Tonya - Internships
- Dec. – Sylvia Noble - Curriculum Building/Training in the Workplace

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- Jan. – Jennifer Flinchbaugh- Social Media
- Feb. – Karen Sinclair – Volunteer Opportunities
- Mar. -
- April – Sylvia Noble – Personal Development
- May -
- June – Tara Spracklen- Safety
- July – No meeting
- August – Planning Meeting

Refreshments Sign-ups

- Nov. – Tara Spracklen
- Dec. – Jennifer Flinchbaugh
- Jan. – Vonda Sorenson
- Feb. - Sylvia Noble
- Mar. –
- April – Amy Schneider
- May – Lisa
- June –
- July – No Meeting
- Aug. – Pat Reuss

Quarterly Meetings Sign-ups

- November 20th 2013 – Amy Schneider at Sanderson Stewart
- February 19th 2014 – Hillary Mockel – Wells Fargo
- May 21st 2014 – Tara Spracklen - Securitas

Job Service Manager's Report presented by Ryan Van Ballegooyen:

- BJS staff levels: Hiring 2 permanent, working on hiring 3 temporary positions.
- Unemployment rates include: National = 7.4, MT = 5.3, Yellowstone = 3.9, Missoula = 4.6, Lewis and Clark = 4.0, Gallatin = 3.5, Cascade = 4.6, Flathead = 6.1, Big Horn = 14.6, Fallon = 1.5.
- BJS currently has 1,300 plus job openings. Job openings for the state are 5816.
- 100 monthly average Motor Vehicle Reports are requested at BJS. They are free and can be an application requirement for employers.

JSEC Coordinator's Report presented by Trisha Glen:

- Outreaches BJS facilitates weekly and monthly: Big Horn, Stillwater and Carbon Counties, Vet. Centers across multiple counties, City College, St. Vincent DePaul. BJS staff is able to connect with individuals who struggle with job searching and assist with resume and interview techniques.
- John Rife, BJS Employment Specialist, provided training to the HRDC management staff. His topic was on nondiscrimination policies and practices.
- BJS hosted 7 job fairs: A Plus Health Care, HRDC, Jackson Hewitt, Red Giants Oil, Star West Satellite, Employment Source, Experience Works.

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- BJS continues to have mini job fairs weekly. This is where 4 to 6 employers hold job fairs at BJS. This has become quite efficient and both Employers and Job Seekers are pleased.
- Information given on how to use BJS website for Affordable Healthcare Act and how to obtain registration details on upcoming events.

Subcommittee Report:

Tonya Rose with the Event Subcommittee reported:

- There will be no guest speaker for the Jobs Jamboree for 2014 due to the desire to simplify the event.
- Discussion is being held with Karen McNenny on potentially scheduling her for a spring workshop.

Tackle A Problem:

- Conversations addressing criminal background checks.

Upcoming Opportunities:

- Fall Seminar registration total are 35. Registration for event closes 10/28/2013.

Economic Development Update –What’s New & Going On?

- Ryan reported on the upcoming hotels coming to Billings. Employers in this field may be faced with increasing wages to find the best fit for their openings.
- Denise provided us a link to access the City of Billings Building Permits:
<http://www.ci.billings.mt.us/index.aspx?NID=662>

Denise reported on the City of Billings Building Permit Month End Report for 08/31/2013. The handout provided great detail addressing new construction, remodeling and miscellaneous to include roofing. It was learned that for every 3 houses built there are 2.5 permanent, full-time job openings created. There has been 311 single family dwellings built so far in 2013. Last year this time there were 234.

Shared Experiences & Networking: Parade of Homes was attended by a few of the members. NAPA Auto Parts has multiple counter positions open for individuals with car parts knowledge.

Next Meeting:

When: Wednesday November 20th, 2013

Where: Sanderson Stewart

1300 N Transtech Way Billings, MT 59102

Time: 12:00 am – 1:00 pm

Presentation: Tonya Rose – Internship

Refreshments: Tara Spracklen

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Respectfully submitted

October 29, 2013

Trisha Glen

BJSEC Coordinator